

STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

15 MAR 13 P12:33

TO: Chief Procurement Officer

FROM: Land and Natural Resources/Forestry and Wildlife
Name of Requesting Department

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 3/6/2015

2. After-the-Fact: ☒ Yes ☐ No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Collapsed sewage line leading from DOFAW office building to septic tank, resulting in sewage backing up into the building and coming up through the floor drains. No restrooms are operable.

4. Vendor/Contractor/Service Provider Name:

Roto-roooter and/or excavation subcontractor

Roto-Rooter Plumbing & Drain Service

5. Amount of Request:

\$ \$5,250

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.


Assessment, excavation and replacement of existing pipe. Pipe is buried under old collapsed rockwall, and will require excavation, replacement of pipe, and bedding pipe in gravel.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

Work started as assessment of slow drain, then sewage backflow necessitated Roto-roooter site visit and camera recon of sewer line. Blocked pipe requires immediate attention, or office will have to be closed until more plumbers can visit the site, do their own assessment, and provide pricing. Based on construction management experience, price is reasonable, and multiple assessments will increase cost above and beyond any potential cost savings.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	E-mail Address
David Smith 	DOFAW/Oahu Branch	973-9787	david.g.smith@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.


Department Head Signature

3/11/15

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that immediate action was necessary to repair the collapsed sewage line to minimize health risks to employees and the general public. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance) for all contracts awarded, and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702 or bonnie.a.kahakui@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

3/18/15

Date